

CHECKLIST FOR SPECIAL EVENT PERMIT APPLICANTS

If it pertains to your event, please ensure that you have obtained this information or have started the process of obtaining it prior to attending the Special Event Committee Meeting.

- ☐ Did you schedule your attendance at the Special Event Committee Meeting? Call Nicole Curtis in Development Services at (480) 312-7673 or e-mail ncurtis@scottsdaleaz.gov
- ☐ Will you need to apply for an extension of premises? (if an existing business has a liquor license on the property - Call Nicole Curtis at (480) 312-7673 or e-mail ncurtis@scottsdaleaz.gov to get an application.
- ☐ Will you need to apply for a special event liquor license? (If using a 501 C-3 organization) Call Patricia Stricklin in Tax & License at (480) 312-2400 or e-mail pstricklin@scottsdaleaz.gov with questions.
- ☐ Will you need a tent permit or on site paramedics? (A tent that requires a permit has 3 or more sides and more than 200 square feet and a canopy has two sides or less and more than 400 square feet). Call Dave Ott with Rural Metro Fire Dept. at (602) 739-9913 or e-mail dave_ott@rmetro.com with questions.
- ☐ Will you need to hire off- duty police officers for security or to direct traffic? Call Sergeant Mike Reardon with the Police Dept. at (480) 312-4390 or email mreardon@scottsdaleaz.gov with questions.
- ☐ Will you need a sign plan to show the placement of signs directing people to your event, a shuttle plan to show shuttle routes and pick-up/drop-off locations, or a barricade plan to show road or lane closures? Call Walt Brodzinski in Traffic Engineering at (480) 312-7757 or e-mail wbrodzinski@scottsdaleaz.gov with questions.
- ☐ How will you provide notification about your event to impacted residents or businesses? Call Decima Sever in the Citizen & Neighborhood Resources Dept. at (480) 312-4126 or e-mail dsever@scottsdaleaz.gov with questions.
- ☐ Do you have enough parking to accommodate added traffic or parking spaces removed due to your event? Call Madeline Clemann in the Transportation Dept. at (480) 312-2732 or e-mail mclemann@scottsdaleaz.gov with questions.
- ☐ Do you meet insurance requirements such as the 5 million dollar liquor liability? Call Sue Welch in Risk Management at (480) 312-2509 or e-mail swelch@scottsdaleaz.gov with questions.
- ☐ Do you have a plan for cleaning up after your event? Call Eric Allen in Code Enforcement at (480) 312-2542 or e-mail eallen@scottsdaleaz.gov with questions.
- ☐ Do you have a current City of Scottsdale Transaction Privilege Sales Tax license, Business, Occupational and Professional license, or registered as a non-profit organization? Call Patricia Stricklin in Tax & License at (480) 312-2400 or e-mail pstricklin@scottsdaleaz.gov with questions.
- ☐ Will you be closing a street on which buses or trolleys operate? Will you be impacting the area within 50 feet of a bus stop or trolley stop? Call Debra Astin at (480) 312-2526 or e-mail dastin@scottsdaleaz.gov with questions.

PLEASE NOTE

If your event encroaches on City property such as streets & parking lots, you will be required to have a separate encroachment permit which costs \$135.00. You can pick up this permit at the same time you pick up your special event permit.